



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Scott Doubet
Subject: Technical Vacancy
Date: September 19, 2006

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Friday, September 22, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, October 5, 2006**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

TM III (PPT)

Budget Analyst
Bureau of Business Services
Office of Finance & Administration
Springfield

Attachments
32250

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by **Thursday, October 5, 2006**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

Position Summary Sheet

An Equal Opportunity Employer

Classification: Technical Manager III (PPT)

Position Title: Budget Analyst

Position Number: PW413-23-40-802-40-01

Salary Range: \$3,535 - \$6,295

IPR#: 32250

Appointee:

Name _____

Salary _____

Effective Date _____

Office Use Only

Office/Central Bureau/District:

Office of Finance & Administration/Bureau of Business Services/Springfield

Description Of Duties:

This position assists in the development, monitoring and maintenance of the operating budgets for the Central Office which includes the Office of the Secretary, Central Division of Highways, the Office of Planning and Programming, the Office of Governmental Affairs, and four bureaus within the Office of Finance & Administration.

Special Qualifications:***The following criteria is desired:***

- A combination of education, training and experience in budget preparation and monitoring.
- Knowledge of personal computers and the department's Fiscal Operation and Analysis (FOA) system is essential.
- Strong oral and written communication skills.

Remarks: The working hours for this position are: 8:00 am – 3:00 pm Monday through Friday.

Please limit application and/resume to two pages.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 10, 2006	POSITION:	Budget Analyst
APPROVED BY:	<u>Kenneth Murphy</u>	OFFICE/DIVISION:	Finance & Administration / Bureau of Business Services
CODE:	PW413-23-40-802-40-01	REPORTS TO:	Financial Services Unit Chief

Position Purpose

This position is accountable for providing support for the development, monitoring and maintenance of the operating budgets for the Central Office that includes the Office of the Secretary, Central Division of Highways, the Office of Planning and Programming, the Office of Governmental Affairs, and four bureaus within the Office of Finance and Administration.

Dimensions

Operating Budget	\$72 Million Annually
Consultant Budgets	\$78 Million Annually
Contract Obligation Documents	350+ per Fiscal Year
Status Reports	50 Annually
Special Projects	3 – 10 Annually

Nature and Scope

This position reports to the Financial Services Unit Chief. There are no subordinates reporting to this position, but frequently will direct the activities of Central Office staff in budget development/monitoring duties.

The incumbent is responsible for support in developing the annual operating budgets for the Central Office that include the Office of the Secretary, Central Division of Highways, the Office of Planning and Programming, the Office of Governmental Affairs, and four bureaus within the Office of Finance and Administration. S/He provides expertise and direction for the Financial Service Unit Chief in the areas of budget preparation, monitoring and control through status reports that enable the establishment of fiscal priorities in order to maintain an efficient operation.

Typical problems include analyzing and evaluating budgetary needs in a frequently changing environment and formulating recommendations for ensuring compatibility between those needs and available funds. The greatest challenge to this position is to identify key issues in program areas and write issue papers recommending actions to be taken, and then to defend those positions. This requires thorough analyses of the facts and possible impacts of different decisions. The incumbent must effectively communicate with all levels of department management.

The incumbent is personally responsible for providing expertise, direction and analysis of funding needs for the office of the Secretary, Central Division of Highways, the Office of Planning and Programming, the Office of Governmental Affairs, and four bureaus within the Office of Finance and Administration. S/He develops and researches budgetary issues for the Central Office and makes recommendations for solutions to budgetary problems. The incumbent assists in the development of spending plans, quarterly budget reports, status reports and special studies as requested. S/He recommends the equitable distribution of funds to ensure that program objectives are accomplished and assists in the development of strategies to funds unanticipated projects. The incumbent has the responsibility for preparation of Contract Obligation Documents (CODs) needed for securing authorized funding levels and payment authority status in compliance with the Comptroller's Statewide Accounting Management System (SAMS) and the department's Fiscal Operations and Analysis (FOA) system, and when necessary supports the Accounting Unit in invoice processing. The incumbent prepares and distributes various

financial reports to those Central Offices under the financial services' umbrella of the Bureau of Business Services. S/He performs the duties of this position in accordance with the SAMS, departmental guidelines and sound accounting procedures.

The incumbent has freedom to accomplish the responsibilities but is constrained by all departmental policies and procedures. Matters of a unique nature are referred to the immediate supervisor with recommendations for solution.

The incumbent has frequent contact with all IDOT Central Office bureaus. Externally, s/he will occasionally be in contact with the Office of the Comptroller and the Office of Management and Budget.

The effectiveness of this position is measured by the timeliness of budget development and submittal, and the innovative solutions to resolve budgetary problems.

Principal Accountabilities

1. Assists in the development of the Central Office annual budget requests.
2. Monitors fiscal records to ensure appropriate funding levels for more than 350 accounts.
3. Prepares reports and provides historical data for use in budget preparation.
4. Prepares Contract Obligation Documents for all contractual and blanket obligations.
5. Prepares budget issue papers.
6. Assists in invoice processing.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.